


**Organizational Unit – Maintain Object Name**

- Purpose** Use this procedure to update the organizational unit's object name.
- Trigger** Perform this procedure when maintaining the name of an organizational unit (department, division, etc.).
- Prerequisites**
- A change in the organizational unit name has been identified.
- End User Roles** In order to perform this transaction you must be assigned the following role:  
Organizational Management Processor, Personnel Administration Processor










Change History	
Date	Change Description
7/29/2009	New procedure created.

**Menu Path** Human Resources → Organizational Management → Expert Mode → Organizational Unit

**Transaction Code** PO10

<b>Helpful Hints</b>	<ul style="list-style-type: none"> <li>• This procedure may require a hand-off to another role (Personnel Administration (PA) Processor) depending on the structure of your agency and your role at your agency.</li> </ul>  A name change to an organizational unit now requires the PA Processor to create a new <i>Organizational Assignment</i> (0001) infotype.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

**Procedure**

1. Perform one of the following:

IF	Go To
You are the <b>Organizational Management Processor</b>	Step 2
You are the <b>Personnel Administration Processor</b>	Step 11

2. Start the transaction using the above menu path or transaction code **PO10**.

Organizational unit Edit Goto Utilities(M) Settings System Help

**Maintain Organizational Unit**

Plan version 01 Current plan

Organizational unit

Abbr.

Active Planned Submitted Approved Rejected

Infotype Name	E...
Object	
Relationships	
Description	
Department/Staff	

Time period

☒ Period

From 07/29/2009 to 12/31/9999

☐ Today
 ☐ Current week

☐ All
 ☐ Current month


☐ From curr.date
 ☐ Last week


☐ To current date
 ☐ Last month

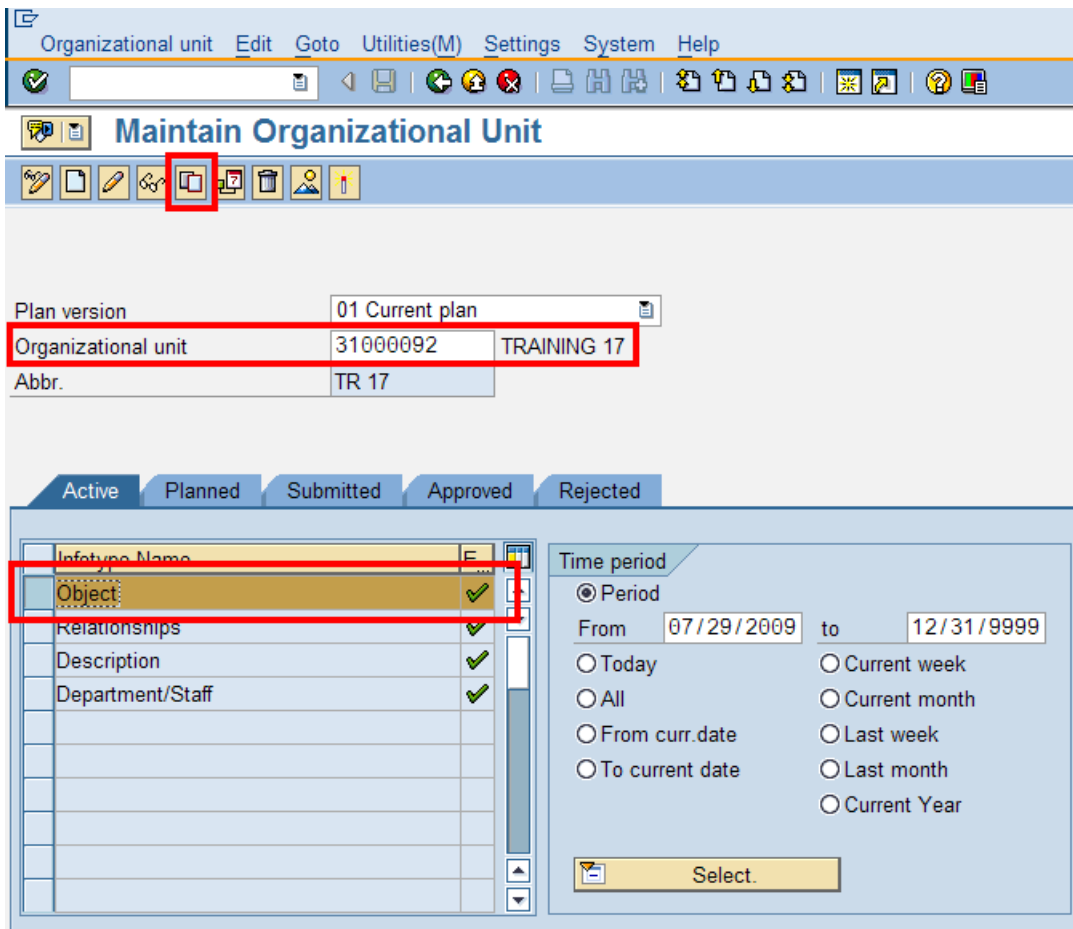
☐ Current Year

Select.

3. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Organizational unit	R	Represents departments, regions, divisions, units or other groupings within an Agency.  State of Washington Organizational Unit's object id number begins with a 3. <b>Example:</b> 31000092

4. Click  (Enter) to validate the information.
5. Click to box to the left of **Object** to select.



Organizational unit Edit Goto Utilities(M) Settings System Help

**Maintain Organizational Unit**

Plan version 01 Current plan

Organizational unit 31000092 TRAINING 17

Abbr. TR 17

Active Planned Submitted Approved Rejected

Infotype Name	
Object	<input checked="" type="checkbox"/>
Relationships	<input checked="" type="checkbox"/>
Description	<input checked="" type="checkbox"/>
Department/Staff	<input checked="" type="checkbox"/>


Time period

☒ Period


From 07/29/2009 to 12/31/9999

☐ Today ☐ Current week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To current date ☐ Last month  
☐ Current Year

Select.


6. Click  (Copy) to copy and continue.

Infotype Edit Goto View System Help

 **Copy Object**

Organizational unit  TRAINING 17

Planning Status

Validity  to   Change Information

Object



Object abbr.


Object name

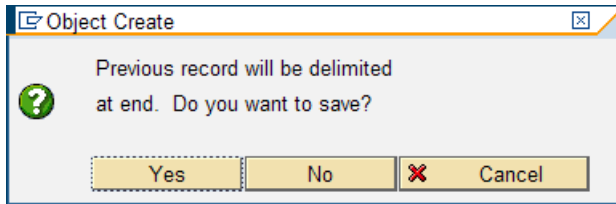
Language Key

Record  of

7. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Validity	R	The validity period is defined as beginning on the start date and ending on the end date. <b>Example:</b> 07/01/2009
Object abbr	O	This is a short text field used to define an object.  The Object abbr. has a maximum of 12 characters. <b>Example:</b> TR 17
Object name	R	This is the long text description of the object.  The Object name has a maximum of 40 characters. <b>Example:</b> TRAINING DEPARTMENT

8. Click  (Enter) to validate the information.



9. Click  (Yes) to confirm and continue.

10. Click  (Save) to save.



For the **Organizational Management Processor**, this will mark the end of the transaction. After saving, pass the Position Information to the **Personnel Administration Processor** who will continue the transaction.

11. Start the transaction using the above menu path or transaction code **PA30**.

 A screenshot of the "Maintain HR Master Data" application window. The title bar shows "HR master data" and various menu options like "Edit", "Goto", "Extras", "Utilities(M)", "Settings", "System", and "Help". Below the title bar is a toolbar with icons for search, save, and other functions. The main area is titled "Maintain HR Master Data" and has a "Personnel no." field. On the left is a "Find by" sidebar with options like "Person", "Collective search h", "Search Term", "Free search", and "Ini test". The main content area has tabs for "Basic Personal Data", "Payroll", "Benefits", "Time Recording", and "Addtl. Personal Data". The "Basic Personal Data" tab is active, showing a list of data fields on the left (Infotype text, Actions, Organizational Assignment, Personal Data, Addresses, Planned Working Time, Basic Pay, Contract Elements, Date Specifications, Family/Related Person) and a "Period" section on the right with radio buttons for "Today", "All", "From curr.date", "To Current Date", "Current Period", "Curr.week", "Current month", "Last week", "Last month", and "Current Year". There is a "Choose" button in the "Period" section. At the bottom, there is a "Direct selection" section with an "Infotype" field and an "STy" field.

12. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. <b>Example:</b> 5000114

13. Click the gray box to the left of **Organizational Assignment** to select.

HR master data Edit Goto Extras Utilities(M) Settings System Help

**Maintain HR Master Data**

Personnel no. 5000114

Name WALKER SPENCER

PersArea 3570 Dept of Early Learning EEGroup 09 Permanent

PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E...

Organizational Assignment ☒

Period

From To

Today Curr.week

All Current month

From curr.date Last week


To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

14. Click  (Copy) to copy and continue.

Infotype Edit Goto Extras System Help

**Copy Organizational Assignment (0001)**

Org Structure

Find by  
 Person  
 Collective search h  
 Search Term  
 Free search  
 Ini test

Personnel No. 5000114 Name WALKER SPENCER  
 PersArea 3570 Dept of Early Learning EEGroup 0 Permanent  
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active  
 Start 07/01/2009 to 12/31/9999

Enterprise structure  
 CoCode WA01 STATE OF WASHINGTON  
 Pers.area 3570 Dept of Early Learning Subarea 0001 Non Represented  
 Cost Ctr 3570000000 DEFAULT AGENCY 3 Bus. Area 3570 Department of Early Learning  
 Fund


Personnel structure  
 EE group 0 Permanent Payr.area 11 Semi-monthly  
 EE subgroup 06 M-OT Elig>40hrs/wk Contract 02 Probation

Organizational plan  
 Percentage 100.00  
 Position 71000065 BEN15  
 Job key 50000488 BENEFIT NEW HIRE 15  
 Exempt N 143K  
 Org. Unit 31000092 FISCAL ANALYST 3  
 TR 17  
 TRAINING 17  
 Org.key

Administrator  
 PersAdmin  
 Time  
 PayrAdmin

15. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start	R	This is the date on which a record begins. <b>Example:</b> 07/01/2009

16. Click  (Enter) to validate the information.

Infotype Edit Goto Extras System Help

**Copy Organizational Assignment (0001)**

Org Structure

Find by  
 Person  
 Collective search h  
 Search Term  
 Free search  
 Ini test

Personnel No. 5000114 Name WALKER SPENCER  
 PersArea 3570 Dept of Early Learning EEGroup 0 Permanent  
 PSubarea 0001 Non Represented EESubgroup 06 M-OT Elig>40hrs/wk Status Active  
 Start 07/01/2009 to 12/31/9999

**Enterprise structure**  
 CoCode WA01 STATE OF WASHINGTON  
 Pers.area 3570 Dept of Early Learning Subarea 0001 Non Represented  
 Cost Ctr 3570000000 DEFAULT AGENCY 3 Bus. Area 3570 Department of Early Learning  
 Fund

**Personnel structure**  
 EE group 0 Permanent Payr.area 11 Semi-monthly  
 EE subgroup 06 M-OT Elig>40hrs/wk Contract 02 Probation

**Organizational plan**  
 Percentage 100.00  
 Position 71000065 BEN15  
 Job key 50000488 BENEFIT NEW HIRE 15  
 Exempt N 143K  
 Org. Unit 31000092 FISCAL ANALYST 3  
 Org.key

**Administrator**  
 PersAdmin  
 Time  
 PayrAdmin

TR 17  
 TRAINING DEPARTMENT



When your entry is validated, the new organizational unit name will display.

17. Click (Save) to save.

18. You have completed this transaction.

<b>Results</b>
You have changed the organizational unit's name.
<b>Comments</b>
None